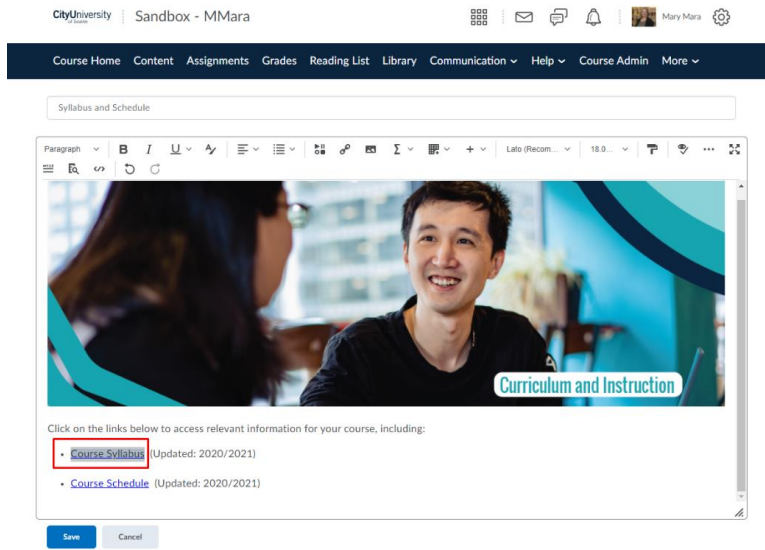


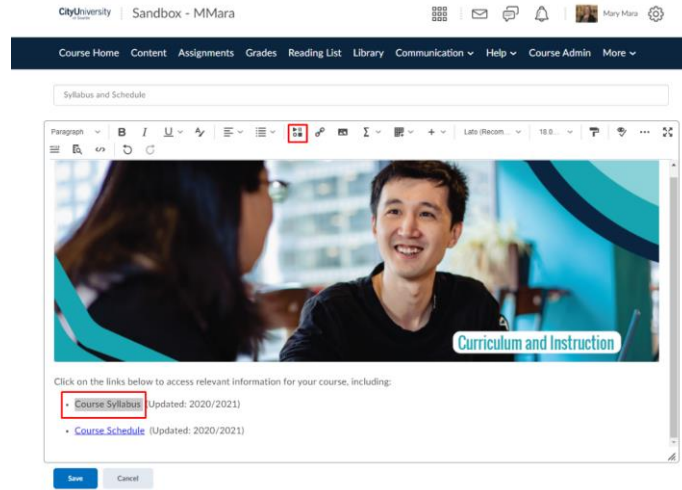


Update Your Syllabus or Schedule

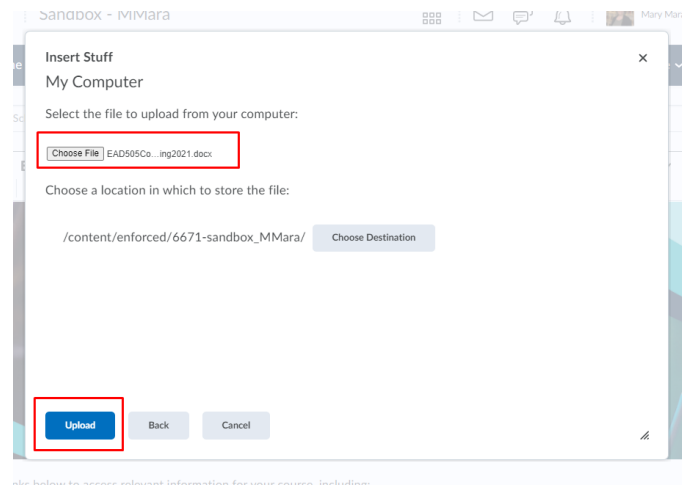
In Edit mode for the page, highlight the linked text to open a menu that displays the “Remove Link” icon and remove the existing hyper link, or simply delete the existing linked text.



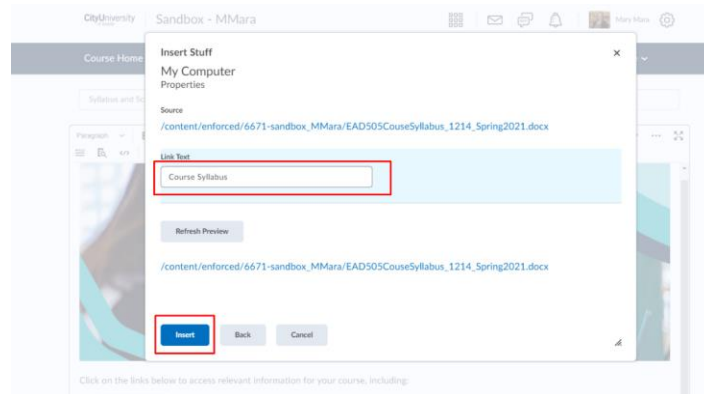
After removing the link, highlight the text or location on the page where you want to create a link to a new file. Click on the “Insert Stuff” icon, select “My Computer.”



Choose the file that you want to link to the page. Once selected, click on the Upload button.



Follow the prompts, including typing the “Link Text” that you wish to appear on the page and the “Insert” button.



Save the page and test the link to confirm that the selected file is correctly linked on the page.